

SUPPLY & FACILITY REQUEST PROCEDURES (as of 3/1/2011)

SUPPLY REQUESTS

- I. **Supply Room:** Items are stocked for individual use and will be ordered on a bi-monthly basis (every 2 months; see schedule attached).
- II. Orders are based on *standard supply room needs* and *requests from Division Directors*.

Standard Supply Room Needs: Basic level of supplies on hand, based on a two month estimate of use. If a staff member observes that we are *out of an item* or *supplies are running low* in the supply room, we ask that you write your request on the sheet on the door of the storage cabinet. Please do not leave any empty boxes on the Operations and Support Specialists desk. If cost effective, an order will be placed to replenish the supply before the next regular order.

Requests from Division Directors: Division Directors will survey division staff prior to ordering dates (a reminder will be sent out prior to the next order) to determine what supplies will be needed for upcoming **projects** or **meetings**.

- III. **Division-specific:** A purchase request for specific orders will need to be submitted in MIP and routed for approval. Once final approval the Purchaser will place the order.
- IV. **Other Requests:** Submit your request to an assigned individual in your division that can enter a Purchase Requisition. Please make an effort to be very specific about the item(s) you are requesting; i.e. description of the item, quantity, colors, or sizes needed, purpose of the purchase, and if available, a picture of the item would be helpful. If known, include the vendor and catalog number as well. **Also, please make sure that the vendor is in the MIP Accounting System. If not please forward an application for Texas Identification Numbers (TINS) to the vendor to complete and forward to the Senior Purchaser. They will need to have this information prior to placing an order.**

FACILITY REQUESTS

Requests for keys (room, building, desk drawer, bin, or cabinet) should be sent in writing, via email, to the Operations/Support Officer. Spare keys are stored in the Finance & Operations Division.

Requests for telephones, telephone service, or voicemail should be submitted in writing, via email, to the Operations/Support Officer. Requests may require an approved Purchase Requisition.

Requests for network cabling, installation, or connection, should be approved by the Information Technology Manager, and then forwarded, via email, to the Operations/Support Officer who will process a DIR work order. Some requested items may require an approved Purchase Requisition to process.

Facility requests, repairs, or damage reports should be reported via telephone or email to the Operations/Support Officer. Some requested items may require an approved Purchase Requisition to process.

Supply Room Order Schedule (Bi-Monthly):

(Reminder emails will be sent to Division Directors during the week prior to order placement)

January 2

March 1

May 1

July 1

September 1

November 1